

**THE TOWN OF FOREST HEIGHTS
RESOLUTION 28-21**

**A RESOLUTION APPROVING A PURCHASE AND SERVICE AGREEMENT WITH
BILL.COM REGARDING ELECTRONIC BILL PAYMENTS FOR A FINANCE
AUTOMATION PILOT PROGRAM TO BE ADMINISTERED BY THE FOREST
HEIGHTS POLICE DEPARTMENT**

Introduced By: Mayor Habeeb-Ullah Muhammad

WHEREAS, Section 33-50 (Checks) of the Charter of the Town of Forest Heights requires that all checks issued in payment of Town obligations shall be signed by two persons who shall be designated from time to time by resolution of the Council, provided that if they shall fail to designate such persons, all checks shall be signed by the Mayor and counter-signed by the Town Administrator or Town Clerk, and in either person's absence or incapacity, the President of the Council, or in his absence, a Council member with the approval of a majority of Council members, may sign or counter-sign a check and the Council by resolution may establish an alternate system whereby electronic payments of authorized purchases may be accomplished through banking institutions, provided documentation shall be maintained; and

WHEREAS, according to Wikipedia, Bills.com is a US-based web site providing financial planning tools and financial services including bill payment; and

WHEREAS, the Town Administrator along with the Chief of Police and the Town Treasurer have recommended that the Mayor and Council consider a pilot program to allow the Police Department to move toward the purchase and use of Bill.com's integrated electronic check issuing service at the following price (service fee) structure:

Monthly fee:	\$69 per user per month (Estimated 4 users initially)	\$276.00
Fee per payment/check:	\$1.69 (estimate average of 50 checks a month)	\$ 84.50
Fee per e-payment/ACH:	\$0.49 (estimate average of 20 e-payments)	\$ 9.80
Approx. Total Monthly Fee:		\$370.00

WHEREAS, ACH stands for Automatic Clearing House and are electronic payments made through the ACH network, a secure system and federally regulated network for clearing electronic payments between banks, managed by NACHA (the National Automated Clearing House Association), which is much faster than using paper checks; and

WHEREAS, according to its website, Bill.com integrates with QuickBooks and other accounting programs to enable a business entity or government to pay bills electronically via ACH and has the capability to receive payments electronically from payors; and

WHEREAS, paying invoices and bills with Bill.com can be scheduled to be paid with a single click and the accounts payable product simplifies the complicated and time-consuming bill

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approval process by automatically routing bills to approvers, and Town officials can approve invoices to be paid remotely, whereby electronic payments made through Bill.com are designed for security since data in transit is encrypted with Transport Layer Security (TLS); and

WHEREAS, the Mayor and Council finds that engaging the services of Bill.com will be an efficient and cost effective way to pay a portion of the Town's bills in a manner that is consistent with the Town Charter.

NOW THEREFORE BE IT RESOLVED, by the Mayor and the Town Council of the Town of Forrest Heights, that the Treasurer and the Town Administrator are hereby authorized to enroll in Bill.com's Bill Payment Service, according to the terms and conditions found at <https://www.bill.com/legal/terms-of-service>, and associate one or more bank account(s) with the Town's Bill.com account.

AND BE IT FUTHER RESOLVED, that this service shall be paid from line item 7042 – Service Contracts of the FY 2021 annual budget; and

AND BE IT FUTHER RESOLVED, that the Mayor and her designees shall take reasonable precautions to ensure account security and the mitigation of possible theft, embezzlement, loss, compromise or unauthorized use, and further restrict, dedicate and regulate the amount of funds available to the account(s) designated for bill paying through Bill.com.

AND BE IT FUTHER RESOLVED, that the Mayor is authorized to sign this Resolution and it shall take effect on the day it is adopted.

PASSED this 16 day of June 2021.

APPROVED: By Resolution of the Town Council of The Town of Forest Heights, Maryland

ROLL CALL VOTE

YEA/NAY/ABSTAIN/ABSENT

MUHAMMAD

Yea

BROWNSON

Yea

NOBLE

Yea

BARNES

Yea

HINES

Yea

WASHINGTON

Yea

ATKINSON

Yea

Yea

Yea

Yea

ATTEST:

THE TOWN OF FOREST HEIGHTS,
MARYLAND

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SIGNATURE ON FILE

~~Sherletta Hawkins, Town Clerk~~

Mrs. Vaughn

SIGNATURE ON FILE

By:

~~Mayor Habeeb-Ullah Muhammad, Mayor~~

SIGNATURE ON FILE

By:

~~Calvin Washington, Council President~~

[Exhibit - BILL.COM General Terms of Service and proposal doc.]

CERTIFICATION

I, hereby certify, as the duly appointed Town Clerk of the Town of Forest Heights, Maryland, that on the 16 day of June 2021 with 7 Aye votes and 0 Nay votes the aforesaid Resolution 28-21 passed.

SIGNATURE ON FILE

~~Sherletta Hawkins, Town Clerk~~

Mrs. Vaughn